

Mobile Phone and Camera Policy

Mobile Phones

All staff mobile phones must be left in the office within the working hours and switched to silent. If this policy is not followed without permission from any Manager, this will be seen as gross misconduct and instant dismissal will follow.

Parents and visitors are also to be asked not to use their phones as this is a mobile phone free area, to protect all our children.

Cameras

Each room has their own laptop and two tablets. All pictures that are taken on these devices are to be either printed or uploaded right away and then deleted. **No pictures are to be stored on these devices.** This is to safeguard the children to our best ability.

September 2019

Signed: G. Owers